



OaklandSchools

February 28, 2022

GENERAL ANNOUNCEMENT: POSITION OPENING

Senior Business Analyst - Technology Services

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

\$85,092 - \$98,682 with a potential of \$106,270 annually / exempt position / 12-month work year

IN THIS ROLE:

We need an energetic, collaborative team member with a passion for technology and customer service. In this position, you will provide leadership to team members and peers by collaborating with others, articulate ideas and viewpoints to management, peers and others. Define business requirements and workflow to create functional and technical solutions for customers. Identify and initiate projects and coordinate resources to drive the resolution of issues. Serve as liaison to assist in the identification of process improvements, system design,

testing and implementation of projects. Support operational ERP applications utilized by customers. Collaborate with districts and team to design solutions for HR and Payroll needs.

WHAT WE NEED:

This individual will work collaboratively with the team and customers to analyze business needs and functional requirements; coordinate, plan, and implement system upgrades, enhancements, and expansions; provide training, assistance, and consultation to customers on a variety of technology-related matters including resolution of system problems and analysis and interpretation of data. You will need to conduct research, identify opportunities, develop business models and forecasts for current and emerging information technology or business need, along with analyzing basic data information in relation to assigned functional areas in order to incorporate and understanding of user implications.

WHAT YOU NEED:

- Bachelor's degree in a related field and a minimum of seven years of related experience; or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired
- Experience with software support of BusinessPlus, or other ERP system
- Experience in HR, Payroll, or Benefits and the support of those processes
- Experience in analyzing issues with HR, Payroll, or Benefits systems
- Experience supporting multiple customers on a single platform
- Ability to work with others in a fast-paced environment and the ability to learn new products and technologies quickly
- Experience with state reporting a plus

WHAT WE PROVIDE:

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or cash in lieu benefit, dental, vision, optional additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

APPLICATION INSTRUCTIONS:

[CLICK HERE TO APPLY!](#)

Letters of interest and resumes will only be accepted through the Oakland County Human Resource Consortium. You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

Note: You will need to select Non-Certified as one of your applicant types to be able to view and apply for this position.

Deadline:

Applications will be accepted until the position is filled

For questions regarding this position, please contact Erika Geyman at Erika.Geyman@oakland.k12.mi.us

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Coordinator at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.